



Department of Defense INSTRUCTION

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ASD(PA)

SUBJECT: Life-Cycle Management of DoD Visual Information (VI)

- References:
- (a) Chapters 29, 31, and 33 of title 44, *United States Code*
 - (b) *Title* 36 Code of Federal Regulations, Chapter XII, Subchapter B, Parts 1220, 1222, 1228, 1232, and 1234
 - (c) [DoD Directive 5015.2](#), "DoD Records Management Program," March 6, 2000
 - (d) [DoD Directive 5040.2](#), "Visual Information," December 7, 1987
 - (e) [DoD Directive 5040.4](#), "Joint Combat Camera Program," *August 13, 2002*
 - (f) through (j), see enclosure 1

1. PURPOSE

This Instruction:

- 1.1. Implements references (a) through (h).
- 1.2. Authorizes:
 - 1.2.1. DD Form 2537, "Visual Information Caption Sheet (*enclosure 7*).
 - 1.2.2. *DoD 5040.6-M-1, "Decision Logic Table Instructions for Recording and Handling Visual Information Material," (reference (g))*
 - 1.2.3. *DoD 5040.6-M-2, "Instructions for Handling Visual Information (VI) Material."*
 - 1.2.4. *DoD 5040.6-M-3, "Visual Information (VI) Records Schedule."*

1.2.5. *DoD 5040.6-M-4, "Department of Defense Imagery and Caption Style Guide."*

2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff (JCS), the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

2.2. Certain categories of VI are excluded from the provisions of this Instruction. These categories are listed in enclosure 3 and reference (i).

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

4. POLICY

It is DoD policy that:

4.1. VI is an essential information resource. VI aids in operational planning and decision-making, and facilitates performance of DoD functions. VI also constitutes a vital historical record of DoD activities and actions and is a major component of the Department of Defense's organizational memory. VI is a critical supplement to the textual documentary and historical record. And VI aids the DoD Public Affairs community in explaining events and activities involving the Department of Defense.

4.2. *The* DoD Components shall follow the principles and guidelines specified in enclosure 4.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Public Affairs shall:

5.1.1. Develop and monitor the implementation and effectiveness of policies and procedures governing the acquisition of DoD imagery and the accessioning and preservation of VI records.

5.1.2. *Exercise* Office of the Secretary of Defense staff responsibility for matters pertaining to VI in accordance with DoD Directive 5122.10 (*reference (f)*), to include:

5.1.2.1. Developing policies and procedures for both the selection of VI records for accessioning, and the accessioning, storage, management, preservation, and final disposition of VI records.

5.1.2.2. Representing the Department of Defense in matters relating to VI with the National Archives & Records Administration (NARA) and with professional organizations involved with the storage, preservation, retrieval, and dissemination of VI records. On matters relating to records management, interface with NARA shall be accomplished in coordination with the Directives and Records Division, Washington Headquarters Services.

5.1.2.3. Coordinating matters relating to the acquisition of DoD imagery and the accessioning, handling, and preservation of VI records with the DoD Components.

5.1.3. *Operate* and *maintain* a central DoD VI records center designated for the long-term storage and preservation of DoD VI records. This records center shall:

5.1.3.1. Accession, store, manage, and preserve records selected for accessioning by the DoD Components until either their subsequent transfer to the National Archives or disposition in accordance with applicable records schedules.

5.1.3.2. When requested, assist the DoD Components to the maximum extent feasible in complying with the policies and procedures contained in this Instruction.

5.1.3.3. Make VI records within its custody available to the Department of Defense, other Government Agencies, and the public.

5.1.3.4. Discover and eliminate from its collection lesser quality duplicates.

5.1.3.5. Identify subject matter missing from the DoD VI records collection and seek correction of such deficiencies.

5.1.4. *Operate* and *maintain* a central DoD imagery reception and distribution point to collect, manage, and provide Joint Interest Imagery to the *Office of the Secretary of Defense*, the Office of the Chairman of the Joint Chiefs of Staff, the Military Departments (MILDEPS), the Defense Agencies, and other DoD Components.

5.2. The DoD Components shall, under the provisions of reference (d):

5.2.1. Designate an office or organizational entity at the headquarters level to represent or act on behalf of the *DoD* Component in matters relating to life-cycle management of VI.

5.2.2. Acquire or produce imagery that meets the operational, informational, training, public affairs, research, legal, historical documentation, and administrative needs of the Department of Defense. Such imagery shall include documentation imagery that depicts facilities, equipment, weaponry, policies, actions, procedures, activities, operations, and significant events and personnel.

5.2.3. Establish, operate, and maintain as a governmental function at least one office whose primary function shall be to:

5.2.3.1. Screen, evaluate, and select imagery that meets the criteria specified for accessioning *in reference* (g).

5.2.3.2. As soon as reasonably possible after its acquisition or creation, convey the above imagery in the form of VI records to the central DoD VI records center.

5.2.3.3. Eliminate duplicative or repetitious imagery.

5.2.3.4. Detect gaps in coverage.

5.2.3.5. Arrange for the recording of accessionable subject matter that is missing from the DoD VI collection.

5.2.4. Provide sufficient resources to ensure, at a minimum, that the imagery acquisition, management, and accessioning requirements of this Instruction and related Manuals are satisfied.

5.2.5. Ensure any imagery not discarded:

5.2.5.1. Bears a DoD-standard, unique identifying number.

5.2.5.2. Is accompanied by complete, accurate, and properly formatted caption data.

6. PROCEDURES

6.1. Specific subject matter for VI documentation shall be selected *in accordance with reference (g)*.

6.2. Imagery not discarded shall be identified with a DoD-standard, unique identifying number prepared *in accordance with* enclosure 6 of this Instruction.

6.3. Captions shall be prepared *in accordance with* the guidelines of Attachment 4 of reference (*h*). Captions associated with still imagery shall contain the data elements listed in enclosure 6 of Attachment 4 of reference (*h*). Captions associated with motion imagery shall contain the data elements listed in DD Form 2537, "Visual Information Caption Sheet" (enclosure 7 of this Instruction). DD Form 2537 is available online at the "VI Policies/Procedures" page of the Defense Visual Information web site at: <http://dodimagery.afis.osd.mil/>.

6.4. Joint Interest Imagery shall be expeditiously forwarded to the central DoD imagery reception and distribution point in accordance with *reference (g) and* Attachments *2* and *4* of reference (*h*). The central DoD imagery reception and distribution point shall handle this imagery in accordance with the procedures contained in Attachment 2 of reference (*h*).

6.5. Documentation imagery not forwarded to the central DoD imagery reception and distribution point shall be handled in accordance with the handling instructions in *reference (g) and Attachment 2* of reference (*h*).

6.6. Imagery acquired or created by one DoD Component that portrays another *DoD* Component(s) shall be provided to the depicted *DoD* Component(s) for possible selection for accessioning.

6.7. VI productions, production-related material, graphic art, audio recordings, and compilations shall be handled *in accordance with* Attachment 2 of reference (*h*) and applicable records schedules.

6.8. Digital imagery that must conform to DoD-wide technical criteria shall conform to those contained in Attachment 4 of reference (h).

6.9. Imagery shall be screened in accordance with the criteria *in reference* (g) to determine if it should be selected for accessioning. Imagery selected for accessioning shall be forwarded to the central DoD VI records center in compliance with the requirements of Attachments 2 and 4 of reference (h).

6.10. Imagery in the form of VI records forwarded by the DoD Components shall be received, accessioned, handled, stored, and preserved by the central DoD VI records center in accordance with Attachment 2 of reference (h).

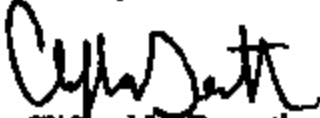
6.11. VI records within the custody of the central DoD VI records center shall be made available to the Department of Defense, other Government Agencies, and the public in a manner and format that facilitates both user access and preservation of the record original(s).

6.12. VI records within the central DoD VI records center shall be transferred to the National Archives in accordance with the time frames and procedures stated in applicable records schedules. VI records not eligible for transfer to the National Archives shall be destroyed in accordance with the time frames and procedures stated in applicable records schedules. Any transfer or disposal of VI records by the central DoD VI records center shall be coordinated beforehand with the *DoD* Component that originated the record.

6.13. Non-record VI material (enclosure 5, paragraph E5.1.*I.*) shall not be accessioned into the central DoD VI records center.

7. EFFECTIVE DATE

This Instruction is effective immediately.



Clifford H. Bernath
Director, AFLS
Performing the Duties of
the ASD (PA)

Enclosures - 7

- E1. References, continued
- E2. Definitions
- E3. Exclusions
- E4. Principles and Guidelines
- E5. Description of Record Material and Its Component Elements
- E6. Visual Information Record Identification Number (VIRIN)
- E7. DD Form 2537, "Visual Information Caption Sheet"

E1. ENCLOSURE 1

REFERENCES, continued

- (f) [DoD Directive 5122.10](#), "American Forces Information Service (AFIS)," November 21, 2000
- (g) [DoD 5040.6-M-1](#), *"Decision Logic Table Instructions for Recording and Handling Visual Information Material," September 16, 2002*
- (h) DoD Directive-type *Memorandum*, *"Life-Cycle* Management of DoD Visual Information," April 5, 2001
- (i) Executive Order 12951, "Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems," February 22, 1995
- (j) [DoD Directive 1015.1](#), "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Accessioning. The acts and procedures by which records are taken into the physical custody of a records center, archival agency, or other records repository.

E2.1.2. Archival Master. VI media, designated as an archival master by a VI records center, that either consists of the camera original or contains one or more VI records copied to that media from the camera original (or the best available copy) in order to preserve the VI content.

E2.1.3. Archival Set. A master set of media created by a VI records center to preserve VI records.

E2.1.3.1. For motion media, this set consists of an archival master, a dub master, and a reference or window dub.

E2.1.3.2. For film-based still photographs, this set consists of the camera original negative or transparency, a captioned print (if available), an internegative (if available), and a digital image copy with caption.

E2.1.3.3. For digital still images, this set consists of the uncompressed high-resolution digital image with a caption; otherwise, if a high-resolution image is not available, a compressed digital image copy of the high-resolution digital image with a caption.

E2.1.3.4. For other still pictorial records, the original and either a reference copy (a copy suitable for use or viewing by either staff or public) or a digital copy (if a reference copy does not exist) and a related caption.

E2.1.4. Caption Data. Short explanatory or descriptive data accompanying imagery. Caption data records include DD Form 2537, "Visual Information Caption Sheet" (enclosure 7), shot sheets/lists, camera operator's notes in either paper or machine-readable form, and, in digital still images, embedded International Press Telecommunications Council (IPTC) header captions.

E2.1.5. Combat Camera (COMCAM) Forces. U.S. military personnel trained and employed to acquire, process, and transmit still and motion imagery in support of classified and unclassified air, sea, and ground military operations.

E2.1.6. Combat Camera (COMCAM) Imagery. Still and motion imagery of military operations acquired by COMCAM Forces, regardless of the medium in which the images are acquired, transmitted, or displayed.

E2.1.7. Compilation. A selection of discrete items of imagery and/or audio, text, and graphics, arranged according to a common theme or subject and organized as a single deliverable product. Compilations are usually viewed non-linearly. Examples would be the DoD CD-ROM publications, "Women in the Armed Forces" and "Defense Image Digest."

E2.1.8. Component Accessioning Point (CAP). A central or designated point in the DoD Components for the receipt, screening, evaluation, and selection of imagery for accessioning into the central DoD VI records center.

E2.1.9. Decision Logic Table (DLT) for Recording and Handling Imagery. Guidelines for VI personnel and accessioners for acquiring and managing imagery. (*See reference* (g).)

E2.1.10. Defense Visual Information Center (DVIC). The central DoD VI records center operated and maintained by the *Assistant Secretary of Defense for Public Affairs in accordance with sub*paragraph 5.1.2.2. of this Instruction.

E2.1.11. Digital Still Images. Electronically based images that are recorded (either as camera originals in a digital camera or as copies from a film-based still photographic or analog image medium) and stored as machine-readable digital files.

E2.1.12. Documentation Imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.

E2.1.13. DoD Joint Combat Camera Center (JCCC). The central DoD reception and distribution point for Joint Interest Imagery operated and maintained by the *Assistant Secretary of Defense for Public Affairs in accordance with sub*paragraph 5.1.2.3. of this Instruction.

E2.1.14. DoD VI Production. Any VI production created or acquired by a DoD Component, except as provided at reference (d), Change 2, Enclosure 3, "Exclusions."

E2.1.15. Duplication. The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.

E2.1.16. Graphic Art. Relating to the design, creation, and preparation of two and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits prepared manually, by machine, or by computer.

E2.1.17. Imagery. A visual representation of a person, place or thing recorded and stored in any format on a physical medium.

E2.1.18. Joint Combat Camera Center. See "DoD Joint Combat Camera Center."

E2.1.19. Joint COMCAM Imagery. COMCAM imagery recorded in the Joint environment.

E2.1.20. Joint Interest Imagery. Imagery that depicts subjects of known or probable interest to the National Command Authority (NCA), the Office of the Chairman of the Joint Chiefs of Staff (OJCS), or more than one DoD Component. All COMCAM imagery shot in the Joint environment is assumed to be Joint Interest Imagery. Other imagery, both from COMCAM sources and other-than-COMCAM sources (such as Public Affairs and photojournalists), that depicts subjects of known or probable interest to the NCA, OJCS, or more than one DoD Component, is also Joint Interest Imagery. This imagery may help explain or depict quality of life issues, medical and health care, education, housing, and similar subjects.

E2.1.21. Multimedia Production. A non-linear, interactive VI product using imagery and any combination of audio, text, or graphics, that is developed according to a plan or script for the purpose of conveying information to a user.

E2.1.22. Non-Record VI Material. DoD-owned VI materials that do not meet the Federal statutory definition of records. Non-record VI materials include extra motion film prints, video dub copies, photographic prints, dupe slides, production copy CD-ROMs and DVD, most digital copies of still images, and material copied from DoD World Wide Web site postings.

E2.1.23. Official DoD Imagery. Photographic and video images, regardless of the medium in which they are acquired, stored, or displayed, that are recorded or produced by persons acting for or on behalf of DoD activities, functions, or missions.

E2.1.24. Primary Interest Component. The Component that is the primary subject in an image or scene. There may be more than one. For example, the primary interest Components of a photo or scene recorded by an Army camera operator of Air Force planes flying over a Navy ship would be the Air Force and the Navy.

E2.1.25. Production-Related Material. Camera original material shot for a VI production, whether it was completed or not.

E2.1.26. Record VI Material. The camera original and designated masters (including the master duplicating and viewing copy) of any official DoD imagery plus related caption data. A listing of record VI material by media is contained in enclosure 5 of this Instruction.

E2.1.27. Stock Imagery. Already-existing motion imagery that has not been creatively edited.

E2.1.28. VI Materials. A general term that refers collectively to various VI still and motion films, tapes, discs, or graphic arts. Includes the original, intermediate, and master copies, and any other retained recorded imagery.

E2.1.29. VI Media. Any films, videotapes, discs, or other physical objects that contain or are capable of containing visual information.

E2.1.30. VI Production. The result of sequencing, according to a plan or script, original and/or existing still and/or motion images, with or without sound, into a self-contained, complete, linear presentation for the purpose of conveying information to, or communicating with an audience. Typically, VI productions are recorded continuously, or edited so as to appear as if recorded continuously onto a motion medium, such as film or videotape, for replication and/or time-delayed playback, but they may also be presented in real time.

E2.1.31. VI Record. Visual information along with the related caption and identifying number that has been recorded by or for a DoD activity and designated as record material in accordance with the requirements of both Federal law and Federal regulations. While a VI record resides on some form of physical media (such as film, tape, or disk), the record is the informational content as distinct from the media on which it resides.

E2.1.32. VIRIN. Visual Information Record Identification Number. A DoD standard, alphanumeric designator assigned to a VI record other than a VI production. The life-cycle number under which VI records are managed.

E2.1.33. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), and/or thing(s), either with or without sound.

VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated graphic arts and animations that depict real or imaginary person(s), place(s), and/or thing(s), and related captions, overlays, and intellectual control data. VI excludes alphabetic, symbolic, or coded data (such as printed text, signals, signs, maps and other geodetic products, numerical data, and icons), unless these items are part of larger pictorial representations, or contain pictorial representations (such as maps that include pictures). VI also excludes graphic arts that depict objects other than persons, places, or things (such as organizational structures, symbols, process flows, quantitative data, logical relationships, or abstractions).

E2.1.34. Window Dub. A duplicate of a motion VI record created with a time code window to facilitate management of the record. The window dub is an element of the archival set.

E3. ENCLOSURE 3

EXCLUSIONS

E3.1.1. Media-Related Exclusions. The provisions of this Instruction do not apply to --

E3.1.1.1. Photomechanical reproductions.

E3.1.1.2. Maps and other geodetic products.

E3.1.1.3. X-rays.

E3.1.1.4. Microfilm.

E3.1.1.5. Microfiche.

E3.1.1.6. Mixed-media packages with a predominance of text.

E3.1.2. Content-Related Exclusions. Except as provided at *subparagraph* E3.1.5., below, the provisions of this Instruction do not apply to VI records that consist of --

E3.1.2.1. Command and control imagery displayed in conjunction with weapons systems.

E3.1.2.2. Imagery collected or generated exclusively for surveillance, reconnaissance, or intelligence purposes.

E3.1.2.3. Imagery gathered pursuant to criminal investigations and other legal evidentiary procedures.

E3.1.2.4. Medical diagnostic imagery such as that gathered by ultrasound and magnetic resonance imaging.

E3.1.2.5. Instrumentation imagery produced at DoD test and training ranges for such purposes as --

E3.1.2.5.1. Gathering information about time-space position, dial settings, human factors, lethality of weapons, target interactions, and related matters.

E3.1.2.5.2. Recording modeling and simulation runs.

E3.1.2.5.3. Documenting test- and training-related debriefing exercises.

E3.1.3. Organization-Related Exclusions. Except as provided at paragraph E3.1.5., below, the provisions of this Instruction do not apply to VI records created by --

E3.1.3.1. The Armed Forces Radio and Television Service.

E3.1.3.2. The broadcasting services of the Military Departments.

E3.1.3.3. Activities engaged in or supporting research, development, test, and evaluation.

E3.1.3.4. The Army and Air Force Exchange Service.

E3.1.3.5. The Navy Motion Picture Service.

E3.1.4. Production-Type Exclusions. The provisions of this Instruction do not apply to --

E3.1.4.1. Productions acquired from commercial sources by or for:

E3.1.4.1.1. DoD dependent schools.

E3.1.4.1.2. Morale, welfare, and recreation activities.

E3.1.4.1.3. Education centers.

E3.1.4.1.4. Non-VI libraries controlled by DoD Directive 1015.1 (reference (j)).

E3.1.4.2. Productions funded and reported as an integral part of a recruiting advertising contract.

E3.1.5. Exceptions. Except for imagery described in reference (i), the provisions of this Instruction apply, without regard to the exclusions listed in *paragraphs* E3.1.2. to E3.1.4., to visual information used to create VI productions, and visual information that documents events of a historic nature, or that is otherwise of important evidentiary value. Such imagery shall be handled in accordance with the procedures at section 6. of this Instruction, despite the exclusions above. Examples include:

E3.1.5.1. News events reported in the media.

E3.1.5.2. Combat operations.

E3.1.5.3. The physical and environmental effects of combat, terrorist activities, or natural disasters.

E3.1.5.4. The physical environment in which military operations are planned or take place.

E3.1.5.5. The activities or presence of distinguished visitors at sites of military operations.

E3.1.5.6. War crimes, acts of terrorism or sabotage, aircraft crashes, accidental firings or launchings of major weapons, ship collisions or sinkings, or nuclear weapons mishaps.

E3.1.5.7. Crimes, motor vehicle accidents, workplace accidents or other incidents that involve DoD personnel or take place on DoD sites or facilities, and that --

E3.1.5.7.1. Involve distinguished visitors.

E3.1.5.7.2. Result in deaths or life-threatening injuries.

E3.1.5.7.3. Result in significant damage to DoD property or facilities, or to a large number of vehicles.

E3.1.5.7.4. Result in major courts martial, civilian criminal prosecutions, or lawsuits for significant property damage.

E3.1.5.7.5. Attract the non-routine attention of local or national news media.

E3.1.5.8. Ceremonies, parades or other events marking significant --

E3.1.5.8.1. Changes of command or retirements.

E3.1.5.8.2. Presentations of honors or awards.

E3.1.5.8.3. Aircraft or other major equipment rollouts.

E3.1.5.8.4. Ship launchings, christenings, commissionings, or decommissionings.

E3.1.5.8.5. Distinguished visitor arrivals or departures.

E3.1.5.8.6. International-level sporting events.

E3.1.5.8.7. Celebrity entertainment events.

E3.1.5.9. Professional conferences, meetings, or seminars, or public speeches, lectures, video history interviews, or other presentations involving --

E3.1.5.9.1. Present or former flag rank officers or senior civilian officials.

E3.1.5.9.2. Recognized authorities in a field of military interest.

E3.1.5.9.3. Participants in or eyewitnesses to historically important events within the Department of Defense or relating to subjects of major DoD or national news media interest.

E3.1.5.9.4. Present or former DoD personnel who achieved media fame or notoriety.

E3.1.5.10. First launches, flights, or other uses of major pieces of equipment, major mishaps or malfunctions involving such equipment, or the appearance of phenomena of scientific importance.

E3.1.5.11. Other events or activities of potential historical significance.

E4. ENCLOSURE 4
PRINCIPLES AND GUIDELINES

E4.1.1 The DoD Components shall acquire or produce imagery that meets the operational, informational, training, public affairs, research, legal, historical documentation, and administrative needs of the Department of Defense.

E4.1.2. Life-cycle management of VI within the Department of Defense begins when imagery is created or acquired, and ends when it is either transferred to the National Archives or destroyed in accordance with Federal law, the Code of Federal Regulations, and applicable records schedules.

E4.1.3. Imagery not discarded by the DoD Components shall have a complete and fully descriptive caption and a DoD standard, unique identifying number that tracks with the imagery throughout its life cycle.

E4.1.4. Joint Interest Imagery shall be collected, managed, and distributed by a central DoD imagery reception and distribution point. This point shall distribute such imagery to the *Office of the Secretary of Defense*, the Office of the Chairman of the Joint Chiefs of Staff, the Military Departments (MILDEPS), the Combatant Commands, the Defense Agencies, and other DoD Components.

E4.1.5. In order to facilitate access and limit the costs of storing and preserving imagery, controls shall be employed to minimize the acquisition or creation of imagery of limited historic or long-term value.

E4.1.6. DoD imagery has historical or long-term value if:

E4.1.6.1. Its content has significant informational or evidential value to the Department of Defense, other Agencies of the U.S. Government, or the historical or other research communities.

E4.1.6.2. It was used by the *Office of the Secretary of Defense*, the Office of the Chairman of the Joint Chiefs of Staff, or senior military commanders in the Combatant Commands or elsewhere for strategic or important tactical decisions.

E4.1.6.3. It was released to major news media.

E4.1.7. DoD imagery with historical or long-term value shall be stored, managed, and preserved in a central DoD VI records center. This records center shall make such

imagery available to the DoD Components, Federal Agencies, the general public and other requesters consistent with its security classification and release status.

E4.1.8. To ensure widest possible reuse of VI records within and outside the Department of Defense, digital imagery not discarded by the DoD Components shall conform to DoD-wide technical criteria.

E5. ENCLOSURE 5

DESCRIPTION OF RECORD MATERIAL AND ITS COMPONENT ELEMENTS

E5.1.1. VI materials fall into two major categories -- record and non-record. The record category includes the designated master. It is always the highest quality version of the imagery available. This is normally the camera original. The record category also includes certain other elements that are retained in accordance with the Code of Federal Regulations to facilitate both the preservation of the master and researcher-related use/duplication of the imagery. These other record elements vary by media. A list of the record elements for each VI media type follows. NOTE: Items of media not listed below, such as duplicates or copies other than those listed, are non-record material.

E5.1.2. Motion Media. The record elements of motion media include related captions, run sheets, and/or cover stories, as well as the following:

E5.1.2.1. Film:

E5.1.2.1.1. The camera original with sound track (if any).

E5.1.2.1.2. An intermediate positive or duplicate negative plus sound track.

E5.1.2.1.3. Either a projection print or a video dub.

E5.1.2.2. Video. The record elements of video consist of either of the following:

E5.1.2.2.1. The camera original videotape or (if the original does not exist) the best available copy made from the camera original.

E5.1.2.2.2. An archival set (an archival master, a dub master, plus a reference dub directly copied from the camera original or best available videotape) recorded on media selected for its high quality and long-term preservation characteristics.

E5.1.3. Still Pictures. The record elements of a still picture, whether digital image, photographic, or other still pictorial media, include the caption and the following:

E5.1.3.1. Black and White and Color Photographs:

E5.1.3.1.1. The original negative.

E5.1.3.1.2. A digital copy with embedded caption information.

E5.1.3.2. Color Transparencies and Slides:

E5.1.3.2.1. The original transparency or slide

E5.1.3.2.2. One of the following:

E5.1.3.2.2.1. An internegative.

E5.1.3.2.2.2. Two copies of the original transparency or slide (if they exist).

E5.1.3.2.2.3. A digital copy with embedded caption.

E5.1.3.3. Digital Still Images:

E5.1.3.3.1. One of the following, preferably the first:

E5.1.3.3.1.1. A copy of the uncompressed, high-resolution camera-original digital image file with embedded International Press Telecommunications Council (IPTC) caption data (if available).

E5.1.3.3.1.2. A compressed digital image copy of the high-resolution digital image with embedded caption.

E5.1.4. Other Still Pictorial Records:

E5.1.4.1. The original.

E5.1.4.2. One of the following:

E5.1.4.2.1. A reference copy.

E5.1.4.2.2. A digital copy (if a reference copy does not exist).

E5.1.5. Compilations: The record elements consist of the following:

E5.1.5.1. The master.

E5.1.5.2. The edited pre-master media from which the master was made.

E5.1.5.3. Two copies of the master.

E6. ENCLOSURE 6

VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN)

E6.1.1. Visual Information Identification Numbers. Official DoD imagery, other than DoD VI productions, shall be assigned Visual Information Record Identification Numbers.

E6.1.2. Visual Information Record Identification Number (VIRIN)

E6.1.2.1. Upon creation and unless discarded, each non-production unit of media that satisfies the definition of official DoD imagery shall be assigned a VIRIN. For example, unless discarded, each original 35mm transparency or digital image created by persons acting for or on behalf of DoD activities, functions or missions shall be assigned a VIRIN.

E6.1.2.2. The VIRIN shall consist of 15 data elements, in 4 fields, separated by 3 hyphens, for a total of 18 characters, organized in the alpha (A) numeric (N) format NNNNNN-A-NNNNA-NNN.

E6.1.2.2.1. Field 1 (NNNNNN): The year (Y), month (M) and day (D) of acquisition or origination, arranged as YYMMDD. Example: March 23, 1998 = 980323.

E6.1.2.2.2. Field 2 (A): The Service affiliation or status of the acquirer or originator. Service affiliation or status shall be abbreviated:

A = To indicate a uniformed member, civilian employee, or contract employee of the Army.

N = To indicate a uniformed member, civilian employee, or contract employee of the Navy.

F = To indicate a uniformed member, civilian employee, or contract employee of the Air Force.

M = To indicate a uniformed member, civilian employee, or contract employee of the Marine Corps.

G = To indicate a uniformed member, civilian employee, or contract employee of the Coast Guard.

D = To indicate a civilian or contract employee of the Department of Defense not falling into one of the categories above.

O = To indicate a person not falling into one of the categories above.

E6.1.2.2.3. Field 3 (NNNNA): In the case of all categories above except O, the last four numbers of the acquirer's or originator's Social Security Number, followed by the first letter of his or her last name. Example: Army Sergeant John Doe, SSN 123-45-6789 = 6789D. In the case of category O above, such as a member of a foreign military, or a civilian not affiliated with the Department of Defense, use the last four numbers of any foreign equivalent of a Social Security Number or 9999 as the personal identification number (if no equivalent exists) followed by the first letter of the acquirer's or originator's last name. Example: Abdullah Mohammed, a foreign civilian = 9999M.

E6.1.2.2.4. Field 4 (NNN): The approximate order in which each unit of media was acquired or originated by the person identified in Fields 3 and 4 on the day identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall be created without regard to media of acquisition or origination, so that no two units of media are assigned identical VIRINs. Example: Sergeant Doe acquires three still images, then records four video sequences, and then creates a poster containing a montage of still images, all on the same day, in that order. The VIRINs assigned to the still images would end in 001, 002, and 003. Those assigned to the motion sequences would end in 004, 005, 006, and 007. The VIRIN assigned to the poster would end in 008.

E6.1.2.3. Full example of a VIRIN: The fourth unit of media created and not discarded by Army Sergeant John Doe, SSN 123-45-6789 on March 23, 1998, would be assigned the VIRIN 980323-A-6789D-004.

E6.1.2.4. Fields 2 and 3 of the VIRIN for a unit of media created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item.

E6.1.2.5. Copies shall bear the VIRIN of the original, even if, during the copying process, conversions between analog and digital, or changes in medium, format, compression, or size occur.

E6.1.3. Imagery or other units of media that are derived from existing, VIRIN-bearing materials, and which substantially preserve the appearance and content of the originals from which derived shall be identified with the VIRINs of the originals. Example: Two uniquely VIRINed video sequences are edited together in the order, first scene of the first to last scene of the first, first scene of second to last scene of the second. The end product shall not be assigned its own, unique VIRIN, and shall instead be labeled with the VIRINs of the two component video sequences.

E6.1.4. Imagery or other units of media that are derived from existing, VIRIN-bearing materials, but which differ substantially in appearance relative to the originals from which derived, shall, upon creation and unless discarded, be assigned a unique VIRIN. Example: Two uniquely VIRINed video sequences are edited together so that scenes from one alternate several times with scenes from the other. Unless discarded, the end product shall be assigned its own, unique VIRIN.

E6.1.5. Electronic files containing imagery shall bear as file names:

E6.1.5.1. The VIRINs of the imagery they contain, unless the software in use does not support the VIRIN's format.

E6.1.5.2. If the software in use does not support the VIRIN's format, a file name shall be constructed using the standard DOS 8.3 file naming convention, i.e., 8-character file name followed by 3-character extension. Field 1 of the VIRIN shall be used in its entirety. Fields 2 and 3 and the first character of Field 4 of the VIRIN shall be omitted. The file extension shall reflect the format that is used. Thus, a JPEG file would have the file extension .jpg while a TIFF file would have the file extension .tif. Example: VIRIN 980323-A-6789D-004 = 8.3 file name 98032304.jpg.

E6.1.6. The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

E6.1.7. During acquisition of motion imagery:

E6.1.7.1. A unique VIRIN shall be created and applied to motion imagery no less often than the beginning of each change in day, camera operator, or subject matter.

E6.1.7.2. A slate, which includes a VIRIN, shall be recorded immediately prior to subject matter, whenever possible, and another shall be recorded immediately prior to any change in subject matter, videographer, or day on the same videotape.

